



Document Vehicle Safety Policy	Published 2/28/2023	Valid for Wisconsin Rapids
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## Document: Vehicle Safety Policy

### Purpose

This policy outlines the motor vehicle safety requirements for all team members, contractors, and visitors while on WR Billerud Mill property.

### Scope

Policy applies to both personal and company cars, pickups, vans, buses, scooters, electric carts, four-wheelers, tanker delivery trucks, and semi-tractor/trailer units while on company property or being used for business related purposes.

### Responsibility

All team members are responsible for the compliance of the provisions of this policy. The mill contact for any contractor vehicles on site are responsible for their compliance with this policy.

### Procedure

All operators of cars, pickup trucks, vans and buses must possess a valid state driver's license and adhere to any restrictions indicated on their license.

#### A) Mirrors/Signs

- Each department/area will determine the best location for mirrors/signs to protect drivers and pedestrians from collisions.

#### B) Vehicle Inspection

- It is the operator's responsibility to inspect company vehicles prior to operation. If a company vehicle does not pass any of the below inspections, it is to be tagged out of service and the appropriate work request processed shall be filed and followed by the team member conducting the inspection.
- Headlights and taillights furnished as original equipment on motor vehicles must be maintained in working condition. Those vehicles not originally furnished with headlights and taillights must have them installed as aftermarket items.
- Horns or audible warning devices are required on all motor vehicles and must be maintained in working condition.

Document publisher	Responsible organization	Document-ID	Version
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Document Vehicle Safety Policy	Published 2/28/2023	Valid for Wisconsin Rapids
-----------------------------------	------------------------	-------------------------------

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- If the motor vehicle is equipped with a seatbelt, it must be worn properly. **Any time a vehicle is running, it must be placed in park prior to taking your seatbelts off. This includes the use of personal vehicles while on mill property (badging in and out of work).**

### C) Passenger Riding Requirements

- When riding in the backseat of a truck, passengers must be wearing a seatbelt. Standing, sitting, or kneeling in the bed or sitting on the box edge, tailgate, or tool boxes is prohibited.
- Passengers of carts and scooters must remain seated at all times. When riding in the back of carts or scooters, passengers must be seated on benches designed for passenger seating. Standing on the back of a cart or scooter is strictly prohibited. Standing or riding on the back of a cart or scooter that does not have seating designed for passengers is strictly prohibited.

### D) Refueling

- Vehicle gas engines must be turned off during the refueling process.
- Vehicle operators must remain within close proximity of the vehicle during refueling in case of fuel dispensing equipment malfunction. Operators must be able to identify and located the emergency shut off for any refueling stations utilized.
- Fuel is to be dispensed from a pump directly to vehicle whenever possible. In the event fuel cannot be dispensed directly from a fuel pump into a vehicle, an approved portable fuel container may be used to transport fuel to the site where fuel is needed. (Metal can with spring-hinged lid). To prevent spills, do not overfill the fuel tank beyond the automatic cut off point.

### E) Parking

- Vehicles are to be kept clear of fire hydrants, hose reels and fire extinguishers.
- Vehicles shall be placed in park and turned off if unattended.

**Exception: Vehicles with remote starting capabilities may be started and are allowed to run without an attendant if started remotely.**

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Ryan Weber	Safety Department	VSP1	1

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-----------------------------------	------------------------	-------------------------------

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- Keys should remain in company vehicles (or be immediately available) during off shifts, unless they are parked in a designated parking area.
- All personal vehicles MUST park in identified parking lots/areas for the facility. Below is a list of approved parking lots/areas for personal vehicles:
  - Converting Parking Lot (16PM Tour Lot)
  - South 16PM Lot
  - F&E Parking Lot
  - Support Services Parking Lot
  - Areas designated with signage (i.e. handicap parking, Team Leader parking, etc.)
- Motorcycle parking is allowed outside of C-4 entrance and on the concrete slab and by C-8
- Personal vehicle parking on the street is strictly prohibited
- Company vehicles are allowed to temporarily park on streets to unload/load materials or items needed for work purposes. Long term or overnight parking is not allowed and vehicles should be moved to a designated parking spot.
- The Converting parking (16PM Tour parking lot) lot shall have the following restrictions:

Vehicles with trailers or plows attached to them are strictly prohibited:

Must park in 16PM South lot

North side of parking lot is exit only

South side of parking lot is enter only



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**F) Driving Practices**

- Vehicle operators must observe and comply with all traffic signs.
- Never move or drive around barricades.
- Signal with horn when approaching aisle way intersections within the mill.
- All vehicles must stop at all railroad crossings. Trains have the right of way at all intersections.
  
- Motor vehicles are to remain outside designated pedestrian walkways and other restricted areas designated by painted floor markings.
- Motor vehicles must yield to pedestrians at designated aisle crosswalks.
- All motor vehicles must use headlights when traveling inside a mill building.
- Speed:
  - The vehicle speed limit on the mill property is 15 mph outside unless otherwise posted.



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-----------------------------------	------------------------	-------------------------------

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- The maximum safe operating speed within the WR Billerud Mill buildings is approximately 3 times walking speed (7 mph).
- Allow adequate stopping distances, depending on traction conditions.
- Avoid going through water, oil, or other liquids whenever possible.
- When coming to a blind corner, slow down, sound horn and look before proceeding.
- Maintain vehicle in safe, clean condition. Perform basic maintenance daily. Check brakes, tires, lights, steering, horns and batteries where appropriate.
- Do not tow anything unless both vehicle and towed cargo are equipped with approved tow hitches.
- Do not carry anything in hands while driving.
- Do not exceed rated capacity and make sure load is properly stored. Nothing should extend beyond the sides of vehicle.
- Cell phone usage while operating any vehicle is strictly prohibited unless vehicle is equipped with a hands-free device and such device is being utilized.

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Ryan Weber	Safety Department	VSP1	1